



DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
5701 21ST STREET
FORT BELVOIR, VA 22060-5940

REPLY TO
ATTENTION OF

AMSAC-WP

JAN 7 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Effective Date, and Guidance for Ordering of LOA Notes, Per the New Security Assistance Management Manual (SAMM), (USASAC Policy 04-01)

1. References:

- a. Security Assistance Management Manual (SAMM), 3 Oct 03.
- b. Electronic mail, USASAC, AMSAC-WP, 11 Dec 03, subject: Ordering of LOA Notes.

2. Reference 1. a. SAMM was effective on the date of publication. All future Letters of Offer and Acceptance (LOA) shall conform to the published guidance. Reference 1. b. reiterated the effective date of the new SAMM and provided clarification for the effective date of the "Ordering of LOA Notes" instructions in Chapter 5, page 141, item 14.

3. The guidance for "Ordering of LOA Notes" states in part: "Each line should have a separate item description note". "If any one line item requires a line item description note, a line item description note shall be included for each line item".

4. As previously stated in reference 1. b. LOAs already in process that are not in accordance with this process will not be returned. Amendments and Modifications for LOAs that are implemented do no need to comply with the policy change. However, LOR taskers issued on 5 Jan 04 and forward must have the LOAs in the new format. This date was established by the Defense Security Cooperation Agency Policy Office.

5. The point of contact for this action is Tom Berrio, DSN 656-2332 or 703-806-2332, tomas.berrio@usasac.army.mil.

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DOUGLAS E. LEACH

Director, Weapons Integration
and Procedures Directorate

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